



Town of Bridgton Finance Office

QUARTERLY REPORT January – March 2019

Start the new year off right with a 12-month T2 program being offered by the Wellness Committee with a representative from the Health Trust coming weekly for the first 4 months then monthly thereafter.

Department budget reviews began on Jan 7 – 9 and Jan. 15. On Jan. 11, an invitation to bid on a General Obligation Bond was sent to 15 financial institutions with the deadline being Jan. 28. Six financial institutions submitted bids and Bangor Savings Bank was awarded the bid. The Town signed closing documents on Feb. 12. We had our monthly department head meeting on Jan. 15 and Bob gave a budget and projects update, and Officer McCormick's going away gathering was on Thursday.

Finance Activities for January;

- Issued 145 checks for Accounts Payable totaling \$1,197,582
- Issued 281 checks/direct deposits for payroll totaling \$145,607
- Filed State of Maine Sales Tax Return
- Prepared W2s, and 1099s, and remitted the quarterly returns to IRS and State of ME (Oct. – Dec.)
- Prepared Transfer Station billing for charge accounts
- (1) Returned Item needing collection
- Conducted new hire orientation for a full-time employee, Chris Maguire

On Feb. 12, I submitted (2) applications to the Maine Municipal Bond Bank for the Lower Main Street and Main Street Streetscape projects. On Feb. 21, we had our monthly department head meeting. Bob provided an update on the (3) projects, and the budget books were finalized today to give to the Selectmen. Joint budget meetings began Feb. 28.

Finance Office Activities for February;

- Issued 151 checks for Accounts Payable totaling \$963,283
- Issued 271 checks/direct deposits for payroll totaling \$136,465
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts
- (6) Returned Items needing collection
- Conducted new hire orientation for a full-time employee, Ethan Mayes

The first week of March was the joint departmental budget meetings with the Selectmen; Mar. 1, Mar. 4, Mar. 5, and finished up on Mar. 7. Brenda Day and I participated in the online training with Bangor Savings Treasury Department on Mar. 5. The payroll workers compensation audit was conducted on Mar. 8 by the representative from Overland Solutions. The monthly department meeting was held on Mar. 21. We discussed the budget and timeline for Town Meeting Warrant reviews, project updates, office recycling, and an upgrade to a fiber connection.

Finance Office Activities for March;

- Issued 191 checks for Accounts Payable totaling \$1,131,464
- Issued 356 checks/direct deposits for payroll totaling \$172,383
- Filed State of Maine Sales Tax Return
- Prepared Transfer Station billing for charge accounts
- (3) Returned Items needing collection

As you can see, this was a very busy 3 months to start the 2019 year.
Respectfully submitted